



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2912 TRAINER
MONTHLY SALARY: \$4520 to \$5463**

APPLICATION FILING PERIOD: FIRST DATE: May 14, 2010

LAST DATE: June 1, 2010

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as sufficient numbers of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

THE POSITION(S): For the current vacancies in the Public Utilities Department: Position One: This position will develop, instruct and evaluate Water Technical Education and other related programs; consult with and counsel employees regarding training and certification requirements related to Water Treatment, Water Distribution, Wastewater Treatment, and other utility-relevant certifications; instruct students on municipal rules, regulations and codes related to Public Utilities, State, Federal, CAL-OSHA, and the construction industry; assist with training related to career development; coordinate, recruit, and schedule collateral duty instructors; develop, facilitate, and evaluate the technical training courses that comprise the Public Utility Department's IACET Approved Specialized and Continuing Education Training Program; maintain the Department's Learning Solution/TIMS/Crystal Report Database; represent the Department at professional (AWWA, WEF, State of California, and colleges) meetings; assist the Training Program Manager and Training Supervisor in managing the day-to-day activities of the Training Section; and perform other duties as assigned.

Position Two is an approximate two-year limited assignment working with the Public Utilities Department, CIS SAP Industry Solution-Utilities (IS-U) Implementation Project Team. This position will perform duties similar to the other Trainers within the Public Utility Training Section, as well as backing-up Trainers in Public Utilities.

Trainers in other departments develop, instruct and evaluate a variety of training classes; conduct department-wide training needs assessments; consult with and counsel department employees regarding training and certification requirements, and training related career development; develop standard formats for lesson plans, workbooks and training materials; conduct or direct analytical studies; prepare and analyze reports of findings and make recommendations regarding training and development programs; assemble training packages, manuals, presentations and job aids; and perform other duties as assigned.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise indicated.

EDUCATION: Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units). (Proof of degree and units completed must be submitted at time of application. Transcripts showing degree awarded is acceptable.) -AND-

EXPERIENCE:

1. **Two years** of full-time professional experience developing, administering, and/or presenting educational and/or training programs.
 2. **Three years** experience developing multimedia presentations for structured adult learning programs such as computer-based training, video or computer-based print applications presentations/materials.
- OR-**
3. **Three years experience** in public works field operations, customer service or occupational health and safety functions, which **must include one year** experience developing, administering and/or presenting structured adult learning programs.
- OR-**
4. **Two years professional experience developing, administering and/or presenting structured adult learning programs.**

NOTES:

1. A Master's degree in Education, Instructional Design or Instructional Media Technology or closely related field may be substituted for a maximum of one year of the Trainer required experience. **(Proof of graduation showing degree awarded must be submitted with your application.)**
2. Qualifying experience as listed above may be substituted for education lacked on a year-for-year basis.
3. Experience gained in a managerial function does **NOT** qualify unless the primary function of the managerial experience involves training or development activities.
4. Supervisor's tailgate training is **NOT** qualifying experience.

HIGHLY DESIRABLE:

1. Training development and instruction in a governmental agency.
2. Training related internet and software applications such as e-learning, PowerPoint, training management software.

LICENSE:

A valid California Class C Driver's License may be required at the time of hire.

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete/submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department **with the cover sheet** provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the Standard Employment Application for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **six months**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SUPPLEMENTAL QUESTIONS – In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be **rejected**. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g. specify the employer, educational coursework, training classes); and provide comprehensive information regarding what duties you have performed.

1. Indicate if you are meeting the **EDUCATIONAL REQUIREMENT** with a Bachelor's Degree or equivalent education (120 semester/180 quarter units). **Proof of degree/transcripts must be submitted with your application.**
2. Describe your experience developing, administering, and/or presenting educational and/or training programs.
3. Describe your experience developing, administering and/or presenting structured adult learning programs.
4. Describe your experience developing multimedia presentations for structured adult learning programs such as computer-based training; digital media, video or computer-based print applications presentations/materials.
5. Describe your experience in public works utilities field operations, customer service or occupational health and safety functions, which must include one year experience developing, administering and/or presenting structured adult learning programs.

JEK/May 14, 2010/Associate Management Analyst (*Option Class: Trainer*)/Class 1218-R

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER